

POSITION DESCRIPTION: SERVICE UNIT MANAGER

You Can Do It!

You empower all members of the service unit by creating an energetic atmosphere and providing knowledge, encouragement, support, and information. You also provide leadership to the service unit team by fostering ambitious and can-do attitudes to support a positive Girl Scout Leadership Experience for girls and adults.

Your Commitment

Upon successfully completing one-year appointment you will have the option to renew your role upon mutual agreement between yourself and council staff.

Your Support System

You'll be supported by a combination of staff and volunteers, including service unit team members, volunteer support specialists, girl experience specialists, recruitment specialists, the member placement team, and customer care specialists.

Success Looks Like

- ⇒ Recruiting and fostering an enthusiastic service unit team to establish and implement service unit goals with the support of the volunteer support specialist
- ⇒ Being a positive role model when representing Girl Scouts in the community or with other members
- ⇒ Creating a welcoming and inclusive atmosphere by encouraging and supporting all Girl Scout members
- ⇒ Ensuring that the service unit is represented at council-sponsored meetings, such as kick-offs, town halls, multi-service unit events, and the Annual Meeting
- ⇒ Assisting in recruiting new volunteers and girls each membership year by collaborating with the external recruitment specialist and Girl Scout champion
- ⇒ Ensuring timely communication is shared between council, the service unit team, and troops
- ⇒ Utilizing service unit meetings to plan and discuss service unit activities, promote council services, distribute information, and clarify policies, procedures, and guidelines of GSUSA and the council
- ⇒ Supporting the service unit team in fulfilling their roles and responsibilities as outlined in the position descriptions
- ⇒ Acting as a vital link to connect members of the service unit to council staff for support and assistance with their Girl Scout experience
- ⇒ Promoting Girl Scout troop participation in council-sponsored product sale programs, program events, and camp opportunities
- ⇒ Creating an atmosphere of appreciation by using both formal and informal methods of recognition to members of the service unit

The Essentials

- ⇒ Be a registered adult member of Girl Scouts
- ⇒ Be an approved volunteer in good standing
- ⇒ Support the Girl Scout mission, Promise, and Law
- ⇒ Support policies, procedures, and guidelines of GSUSA and council
- ⇒ Strong understanding of the National Program Portfolio and the Girl Scout Leadership Experience
- ⇒ Complete training for the position as assigned
- ⇒ Strong communication skills to express ideas and facts clearly and accurately
- ⇒ Be proficient and responsive in using email and other relevant technology
- ⇒ Have a good working knowledge of council's online registration process

